



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Office of Supplier and Workforce Diversity

Sub-Section:

TITLE: Affirmative Action Plans

CUTOFF:

DESCRIPTION: Affirmative Action Plans

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3004

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Biannual Reports

CUTOFF:

DESCRIPTION: Biannual Reports - statistical data from agencies

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3006

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Complaints

CUTOFF:

DESCRIPTION: Complaints - discrimination, age, handicap. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3005

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Office of Supplier and Workforce Diversity

Sub-Section:

TITLE: Equal Employment Opportunity 4 Reports

CUTOFF:

DESCRIPTION: Equal Employment Opportunity 4 Reports - (Federal) Equal Employment Opportunity

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3007

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Historical correspondence relating to Departments' Affirmative Action Plans, and reports to ments' Affirmative Action Plans, and reports to Governor and Commissioner of Administration

CUTOFF: EOSFY

DESCRIPTION: Historical correspondence relating to Departments' Affirmative Action Plans, and reports to ments' Affirmative Action Plans, and reports to Governor and Commissioner of Administration

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 3008

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Resumes

CUTOFF:

DESCRIPTION: Resumes

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3009

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Office of Supplier and Workforce Diversity

Sub-Section:

TITLE: Workforce Job Group Analysis for Affirmative Action Plans

CUTOFF:

DESCRIPTION: Workforce Job Group Analysis for Affirmative Action Plans

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3010

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996
